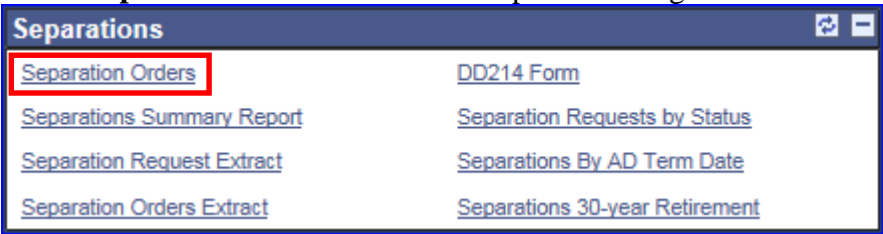
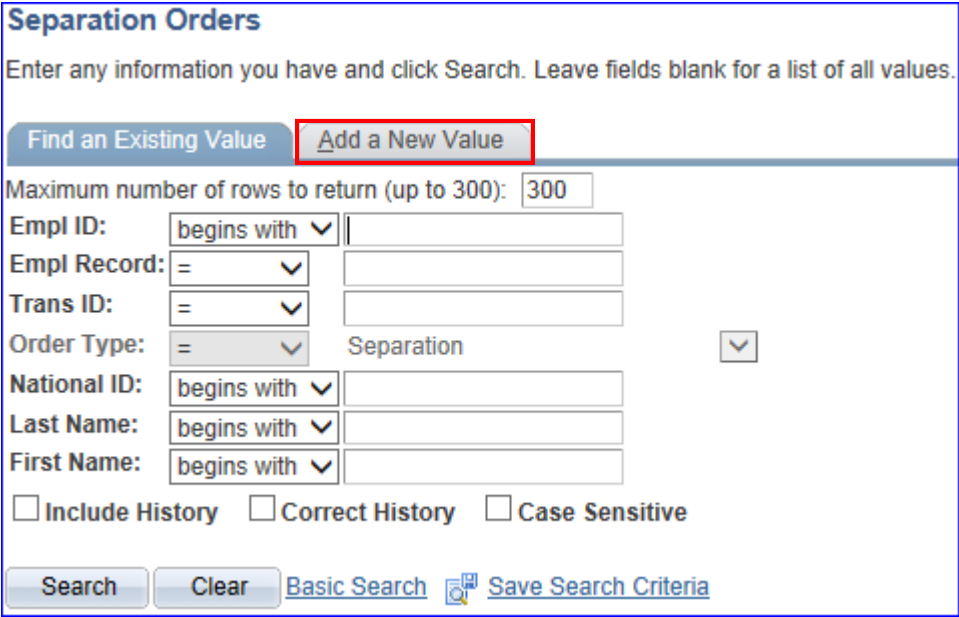


Discharge – End of Enlistment

Introduction This section provides the procedures for creating Discharge orders in Direct Access for a member reaching the end of their enlistment.

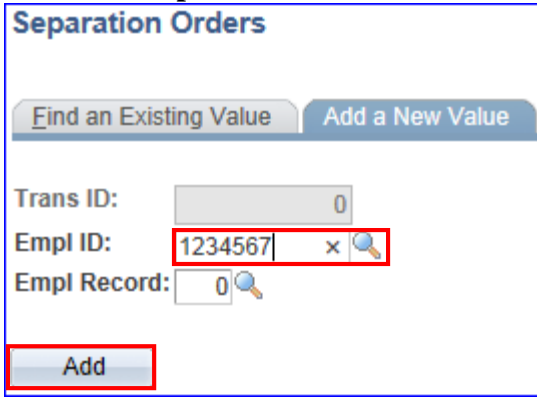
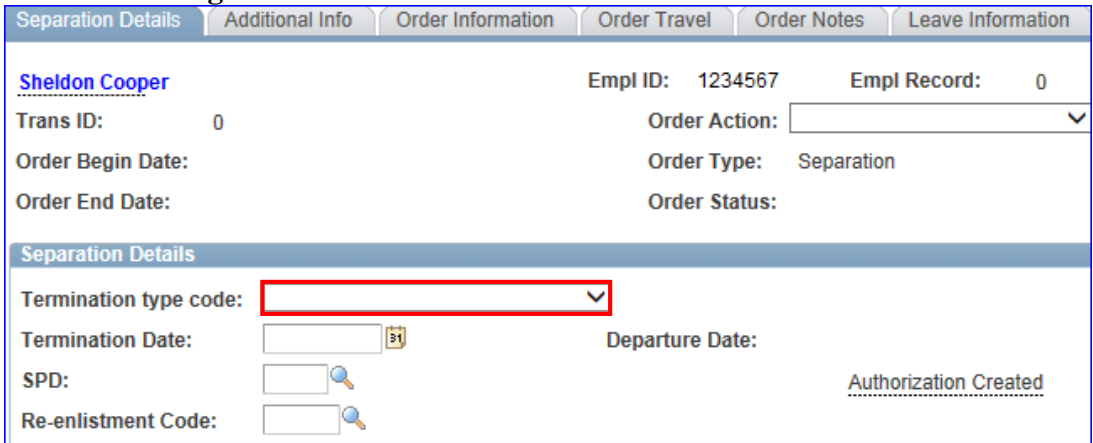
Procedures Follow these steps to complete a Discharge separation transaction.

Step	Action
1	<p>Select Separations Orders from the Separations Pagelet.</p>  <p>The screenshot shows a window titled 'Separations' with a list of links. The link 'Separation Orders' is highlighted with a red rectangular box. Other links include 'DD214 Form', 'Separations Summary Report', 'Separation Requests by Status', 'Separation Request Extract', 'Separations By AD Term Date', 'Separation Orders Extract', and 'Separations 30-year Retirement'.</p>
2	<p>Click on the Add a New Value tab.</p>  <p>The screenshot shows the 'Separation Orders' search interface. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red rectangular box. Below the tabs are search criteria fields: 'Maximum number of rows to return (up to 300):' with a value of 300, 'Empl ID:' with a dropdown set to 'begins with', 'Empl Record:' with a dropdown set to '=', 'Trans ID:' with a dropdown set to '=', 'Order Type:' with a dropdown set to 'Separation', 'National ID:' with a dropdown set to 'begins with', 'Last Name:' with a dropdown set to 'begins with', and 'First Name:' with a dropdown set to 'begins with'. At the bottom, there are checkboxes for 'Include History', 'Correct History', and 'Case Sensitive', and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Continued on next page

Discharge – End of Enlistment, Continued

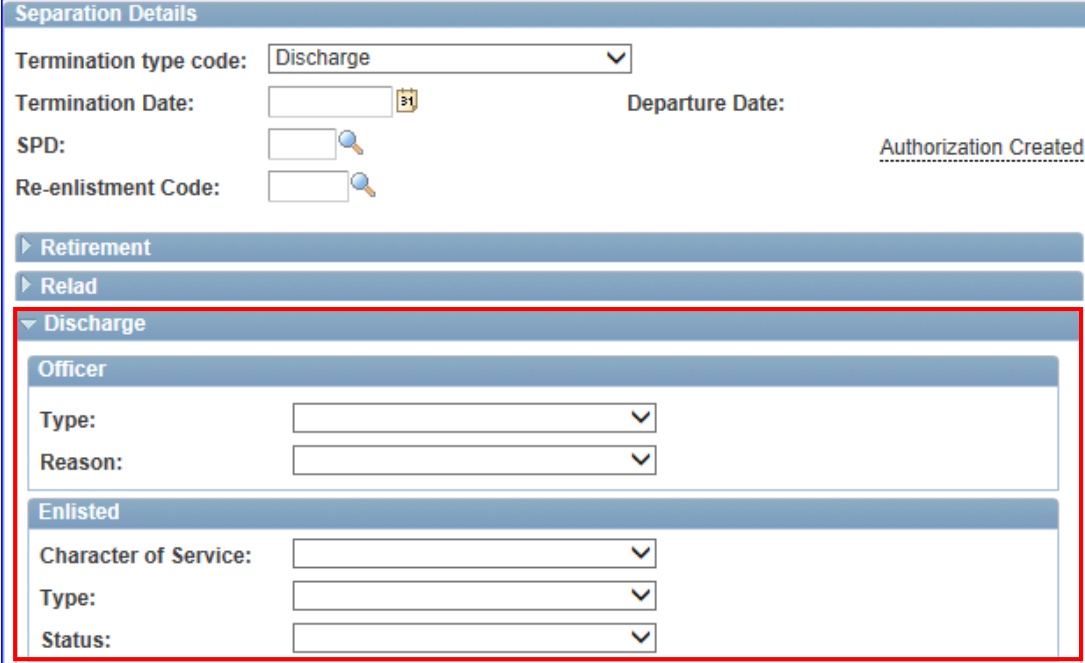
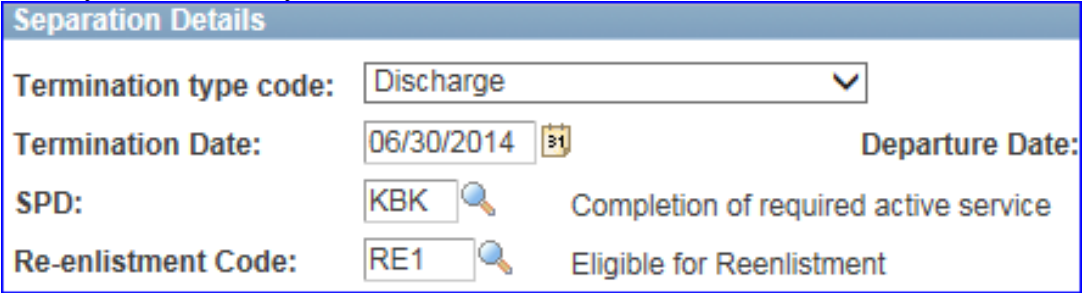
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> 
4	<p>On the Separation Details tab, select the Termination type code drop-down and choose Discharge.</p> 

Continued on next page

Discharge – End of Enlistment, Continued

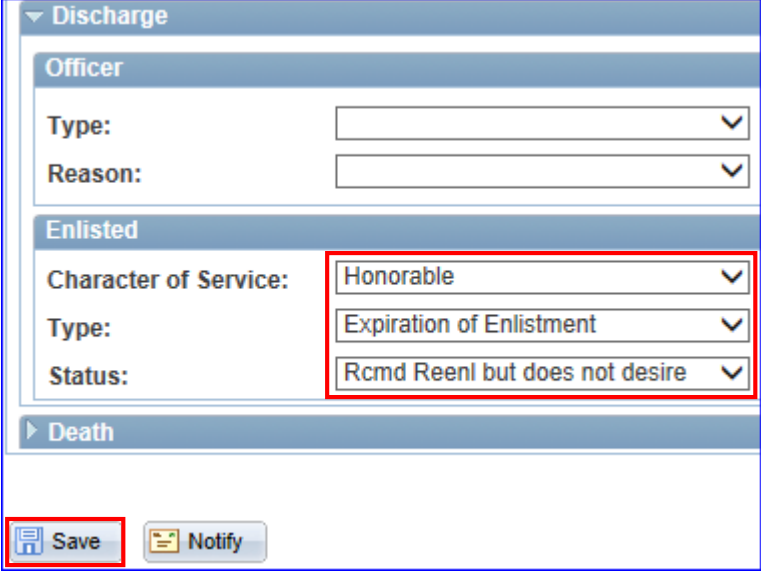
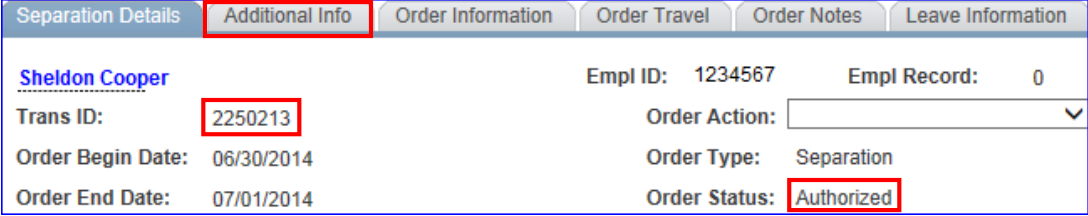
Procedures,
continued

Step	Action
5	<p>Once you select Discharge, the screen automatically opens the Discharge section of the orders.</p> 
6	<p>Fill out the Separation Details. The Termination Date should be the member's last day of Active Duty.</p> 

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
7	<p>Depending on whether the member is an Officer or Enlisted member, select the appropriate items from the drop-down lists. Then click Save.</p> 
8	<p>Saving will generate a Trans ID and will change the Order Status to Authorized. Now click on the Additional Info tab.</p> 

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
9	<p>Any information on this tab is input by PSC and cannot be edited. It will always be blank for end of enlistment Discharges. Click on the Order Information tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div></div> <div><div>Sheldon Cooper</div><div>Empl ID: 1234567</div><div>Empl Record: 0</div><div>Trans ID: 2250213</div><div>Order Action: <input type="text"/></div><div>Order Begin Date: 06/30/2014</div><div>Order Type: Separation</div><div>Order End Date: 07/01/2014</div><div>Order Status: Authorized</div><div>Separation Details</div><div>Element Name:</div><div>Full/Half:</div><div>Job Code:</div><div>Salary Grade:</div></div>
10	<p>Enter the Authorizing Official and then click on the Order Travel tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div></div> <div><div>Sheldon Cooper</div><div>Empl ID: 1234567</div><div>Empl Record: 0</div><div>Trans ID: 2250213</div><div>Order Action: <input type="text"/></div><div>Order Begin Date: 06/30/2014</div><div>Order Type: Separation</div><div>Order End Date: 07/01/2014</div><div>Order Status: Authorized</div><div>Orders Basic Information</div><div>Action: TER</div><div>Reason Code: DSC</div><div>Transfer Authority: <input type="text" value="Coast Guard Personnel Command"/></div><div>Authorizing Official: <input type="text" value="Raj Koothrappali, CWO4, USCG"/></div></div>

Continued on next page

Discharge – End of Enlistment, Continued

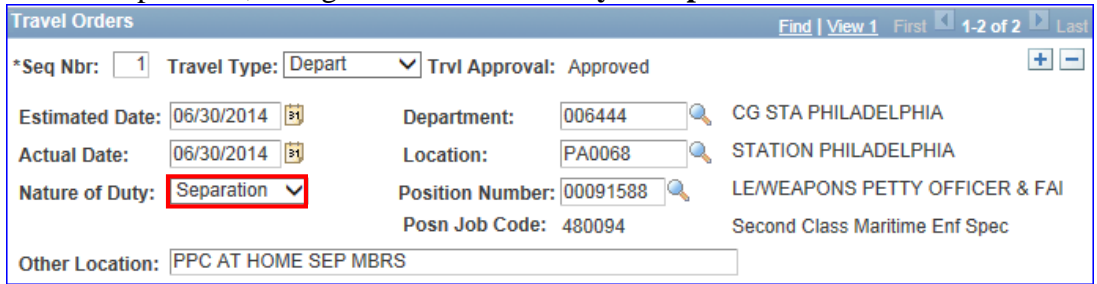

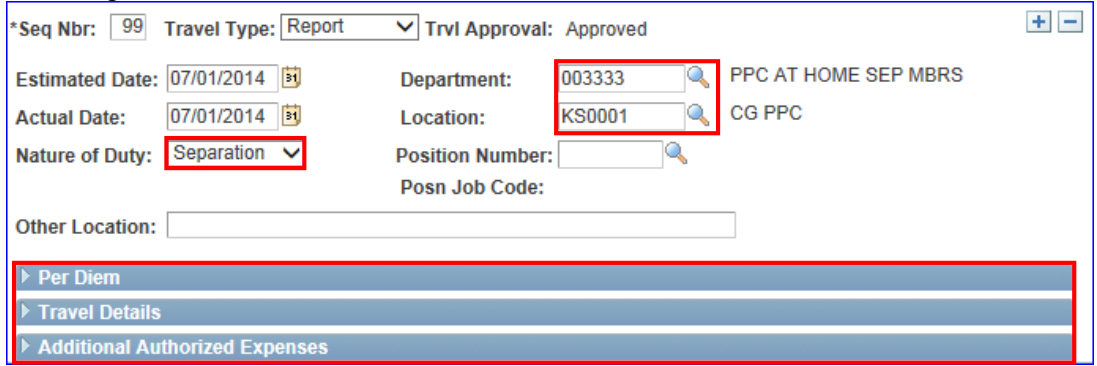
Procedures,
continued

Step	Action																																
11	<p>Click on View All to see both the Depart and Report rows.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div><div>Order</div></div> <p><u>Sheldon Cooper</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250213 Order Action: <input type="text"/></p> <p>Order Begin Date: 06/30/2014 Order Type: Separation</p> <p>Order End Date: 07/01/2014 Order Status: Authorized</p> <table border="1"><thead><tr><th colspan="8">Itinerary</th></tr><tr><th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th><th>Position</th></tr></thead><tbody><tr><td>1</td><td>Depart</td><td>Approved</td><td>06/30/2014</td><td>06/30/2014</td><td></td><td>CG STA PHILADELPHIA</td><td>LE/WEA OFFICE</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/01/2014</td><td></td><td></td><td>PPC AT HOME SEP MBRS</td><td></td></tr></tbody></table> <div><div>Travel Orders</div><div>Find View All First 1 of 2 Last</div></div> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 06/30/2014 Department: 006444 CG STA PHILADELPHIA</p> <p>Actual Date: 06/30/2014 Location: PA0068 STATION PHILADELPHIA</p> <p>Nature of Duty: Position Number: 00091588 LE/WEAPONS PETTY OFFICER & FAI</p> <p>Posn Job Code: 480094 Second Class Maritime Enf Spec</p> <p>Other Location: PPC AT HOME SEP MBRS</p>	Itinerary								Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position	1	Depart	Approved	06/30/2014	06/30/2014		CG STA PHILADELPHIA	LE/WEA OFFICE	99	Report	Approved	07/01/2014			PPC AT HOME SEP MBRS	
Itinerary																																	
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position																										
1	Depart	Approved	06/30/2014	06/30/2014		CG STA PHILADELPHIA	LE/WEA OFFICE																										
99	Report	Approved	07/01/2014			PPC AT HOME SEP MBRS																											

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
12	<p>On the Depart row, change the Nature of Duty to Separation.</p>  <p>The screenshot shows the 'Travel Orders' form with the following details: *Seq Nbr: 1, Travel Type: Depart, Trvl Approval: Approved. Estimated Date: 06/30/2014, Actual Date: 06/30/2014, Nature of Duty: Separation (highlighted with a red box). Department: 006444 (CG STA PHILADELPHIA), Location: PA0068 (STATION PHILADELPHIA), Position Number: 00091588 (LE/WEAPONS PETTY OFFICER & FAI), Posn Job Code: 480094 (Second Class Maritime Enf Spec). Other Location: PPC AT HOME SEP MBRS.</p>
13	<p>Click on the arrows to expand the Per Diem, Travel Details and Additional Authorized Expenses sections to add specific travel entitlements for the separating member.</p>  <p>The screenshot shows the 'Travel Orders' form with the sections 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses' expanded. The 'Additional Authorized Expenses' section shows a table with columns: Addl Exp Code, Expense, and Proposed Amount.</p>
14	<p>On the Report row, enter the Actual Date (same as estimated) and change the Nature of Duty to Separation. Verify the Department the member will report to upon Separation (003333 PPC AT HOME SEP MBRS). The Position Number and Posn Job Code should be blank. The Report row also has the Per Diem, Travel Details and Additional Authorized Expenses sections that won't be used for Discharges.</p>  <p>The screenshot shows the 'Travel Orders' form for a Report row with the following details: *Seq Nbr: 99, Travel Type: Report, Trvl Approval: Approved. Estimated Date: 07/01/2014, Actual Date: 07/01/2014, Nature of Duty: Separation (highlighted with a red box). Department: 003333 (PPC AT HOME SEP MBRS), Location: KS0001 (CG PPC), Position Number: (blank), Posn Job Code: (blank). Other Location: (blank). The sections 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses' are expanded.</p>

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action																												
15	<p>In the Delay En route section, enter any Terminal Leave the member plans to take. The End Date cannot go beyond the Discharge date.</p> <p>NOTE: SPOs MUST manually stop Career Sea Pay, Career Sea Pay Premium and OUTCONUS COLA upon the member's departure from the unit on Terminal Leave (with no intention to return) to prevent overpayments.</p> <div><div>▼ Delay En route</div><table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th><th></th><th></th></tr><tr><td>1</td><td>06/21/2014</td><td>06/30/2014</td><td>Terminal Leave</td><td>10</td><td>+</td><td>-</td></tr></table></div>		Begin Date	End Date	Delay En route	Days			1	06/21/2014	06/30/2014	Terminal Leave	10	+	-														
	Begin Date	End Date	Delay En route	Days																									
1	06/21/2014	06/30/2014	Terminal Leave	10	+	-																							
16	<p>Select the appropriate Dependents Authorized to Travel. If the dependents don't auto-populate, use the Dep/Benef lookup to find and select each one. Then click Save.</p> <div><div>▼ Dependents Authorized for Travel</div><table><tr><th></th><th>Auth for Travel</th><th>*Dep/Benef</th><th>Name</th><th>Relation</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Student Status Date</th><th></th><th></th></tr><tr><td>1</td><td><input checked="" type="checkbox"/></td><td>05</td><td>Fowler-Cooper, Amy Farrah</td><td>Spouse</td><td>Married</td><td>05/04/2011</td><td>N</td><td></td><td>+</td><td>-</td></tr></table><div><div>Save</div><div>Return to Search</div><div>Notify</div><div>Add</div><div>Update/Display</div><div>Include History</div><div>Correct History</div></div></div>		Auth for Travel	*Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Student Status Date			1	<input checked="" type="checkbox"/>	05	Fowler-Cooper, Amy Farrah	Spouse	Married	05/04/2011	N		+	-						
	Auth for Travel	*Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Student Status Date																					
1	<input checked="" type="checkbox"/>	05	Fowler-Cooper, Amy Farrah	Spouse	Married	05/04/2011	N		+	-																			
17	<p>Saving will update the Actual Date and display the Terminal Leave in the Itinerary section. Now click on the Order Notes tab.</p> <div><div>Separation Details</div><div>Additional Info</div><div>Order Information</div><div>Order Travel</div><div>Order Notes</div><div>Leave Information</div><div><div>Sheldon Cooper</div><div>Empl ID: 1234567</div><div>Empl Record:</div><div>Trans ID: 2250213</div><div>Order Action:</div><div>Order Begin Date: 06/30/2014</div><div>Order Type: Separation</div><div>Order End Date: 07/01/2014</div><div>Order Status: Authorized</div></div><div><div>Itinerary</div><table><tr><th>Seq Nbr</th><th>Travel Type</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th></tr><tr><td></td><td></td><td></td><td>06/21/2014</td><td></td><td>Terminal Leave</td><td></td></tr><tr><td>1</td><td>Depart</td><td>Approved</td><td>06/30/2014</td><td>06/30/2014</td><td>Separation</td><td>CG STA PHILADELPHIA</td></tr><tr><td>99</td><td>Report</td><td>Approved</td><td>07/01/2014</td><td>07/01/2014</td><td>Separation</td><td>PPC AT HOME SEP MBRS</td></tr></table></div></div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description				06/21/2014		Terminal Leave		1	Depart	Approved	06/30/2014	06/30/2014	Separation	CG STA PHILADELPHIA	99	Report	Approved	07/01/2014	07/01/2014	Separation	PPC AT HOME SEP MBRS
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description																							
			06/21/2014		Terminal Leave																								
1	Depart	Approved	06/30/2014	06/30/2014	Separation	CG STA PHILADELPHIA																							
99	Report	Approved	07/01/2014	07/01/2014	Separation	PPC AT HOME SEP MBRS																							

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
18	<p>Enter the appropriate Order Notes and edit them if necessary. Enter a Sequence Number to identify how they will appear on the orders. Then click on the Leave Information tab.</p> <div><div>Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order</div><div><div>Sheldon Cooper</div><div>Empl ID: 1234567 Empl Record: 0</div><div>Trans ID: 2250213 Order Action: <input type="text"/> <input type="button" value="Go"/></div><div>Order Begin Date: 06/30/2014 Order Type: Separation</div><div>Order End Date: 07/01/2014 Order Status: Authorized</div></div><div><div>Separation Details Find View 1 First 1-2 of 2 Last</div><div><div>*Contract Clause: <input type="text" value="00S"/> <input type="button" value="🔍"/></div><div>*Sequence Number: <input type="text" value="1"/></div><div>THIS SEPARATION ACTION HAS BEEN AUTHORIZED PURSUANT TO CGPSC-EPM WRITTEN DECISION AND IS ISSUED BY S. MATADOBRA, CDR, CHIEF, ADVANCEMENT AND SEPARATIONS BRANCH - BY DIRECTION OF COMMANDER, COAST GUARD PERSONNEL SERVICE CENTER.</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div><div><div>*Contract Clause: <input type="text" value="02E"/> <input type="button" value="🔍"/></div><div>*Sequence Number: <input type="text" value="2"/></div><div>INDICATE DD 214 CODE DISPLAYED ABOVE IN ITEM 26 OF DD FORM 214CG. ITEM 28 SHOULD ONLY INDICATE THE APPROPRIATE NARRATIVE REASON FOR DISCH FOUND IN THE SEPARATION PROGRAM DESIGNATOR HANDBOOK.</div><div><input checked="" type="checkbox"/> Show on Printed Order</div></div></div></div>

Continued on next page

Discharge – End of Enlistment, Continued

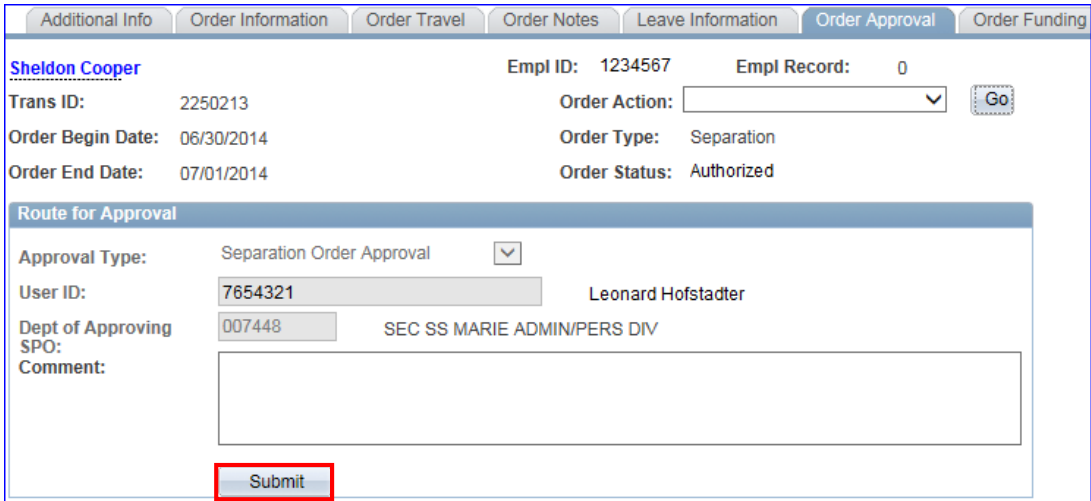
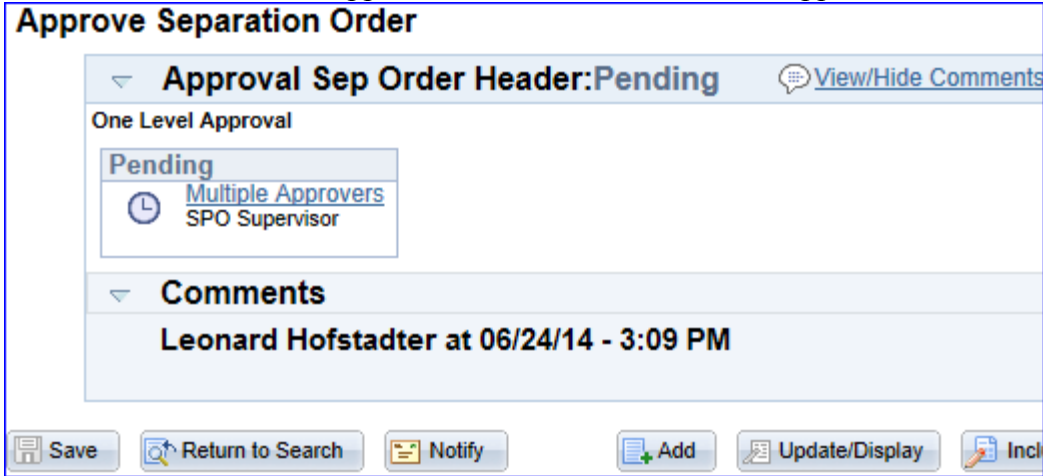
Procedures,
continued

Step	Action										
19	<p>Notice that the terminal leave entered on an earlier tab is reflected here. Any remaining leave balance (subject to the career maximum) will be sold and included in the member's final pay.</p> <div> <div> Separation Details Additional Info Order Information Order Travel Order Notes Leave Information Order </div> <div> <p><u>Sheldon Cooper</u> Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2250213 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 06/30/2014 Order Type: Separation</p> <p>Order End Date: 07/01/2014 Order Status: Authorized</p> </div> </div> <div> <p>Leave Balances</p> <p>Leave Balance: 41.500000 Cumulative Sold Leave: 0.000000</p> </div> <div> <p>Leave Disposition</p> <p>Total to Carry Over (Days): <input type="text" value="0.0"/> Terminal Leave Begin: 06/21/2014</p> <p>Terminal Leave (Days): 10.0 Terminal Leave End: 06/30/2014</p> </div> <table border="1"> <thead> <tr> <th>Field</th><th>Description</th></tr> </thead> <tbody> <tr> <td>Leave Balance</td><td>Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond current month.</td></tr> <tr> <td>Cumulative Sold Leave</td><td>Cumulative number of Leave days sold in the member's military career.</td></tr> <tr> <td>Total to Carry Over (Days)</td><td>Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Usually not used for Discharges. Defaults to 0.</td></tr> <tr> <td>Terminal Leave (Days)</td><td>Sum of terminal leave days specified on Order Travel tab.</td></tr> </tbody> </table> <p>Now click on the Order Approval tab.</p>	Field	Description	Leave Balance	Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond current month.	Cumulative Sold Leave	Cumulative number of Leave days sold in the member's military career.	Total to Carry Over (Days)	Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Usually not used for Discharges. Defaults to 0.	Terminal Leave (Days)	Sum of terminal leave days specified on Order Travel tab.
Field	Description										
Leave Balance	Balance as of current pay/absence calendar (end of previous month). Does not factor in future leave requests that have been approved beyond current month.										
Cumulative Sold Leave	Cumulative number of Leave days sold in the member's military career.										
Total to Carry Over (Days)	Specified by the SPO if member requests. This will be subtracted from the leave available to sell. Usually not used for Discharges. Defaults to 0.										
Terminal Leave (Days)	Sum of terminal leave days specified on Order Travel tab.										

Continued on next page

Discharge – End of Enlistment, Continued

Procedures,
continued

Step	Action
20	<p>Now click Submit.</p> 
21	<p>Once submitted, this will appear to show it's been routed for approval.</p> 
22	<p>Now return to the Home screen.</p>